

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				1. REQUISITION NUMBER PR-ORD-14-00584		PAGE OF 1 5	
2. CONTRACT NO. GS-23F-0025K		3. AWARD/ EFFECTIVE DATE		4. ORDER NUMBER EP-G15C-00595		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Angela Lower		b. TELEPHONE NUMBER (No collect calls) 513-487-2036		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS </div> <div> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM EDWOSB 8(A) </div> <div> NAICS: 541330 SIZE STANDARD: \$4.5 </div> </div>			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/> 13b. RATING		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO CODE NERL RTP NERL RTP US Environmental Protection Agency National Exposure Research Lab 109 TW Alexander Drive Research Triangle Park NC 27711				16. ADMINISTERED BY CODE CPOD CPOD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: NWD Cincinnati OH 45268			
17a. CONTRACTOR/OFFEROR CODE (b)(4) FACILITY CODE BOOZ ALLEN HAMILTON INC. Attn: HEATHER TEED 8283 GREENSBORO DRIVE MCLEAN VA 221023838				18a. PAYMENT WILL BE MADE BY CODE RTP RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711			
TELEPHONE NO. (b)(4)				17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			
19. ITEM NO.				20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	
0001				DUNS Number: (b)(4) On-site Admin/Tech Support for the Occupational Health, Safety, Environmental Management, Radiation Safety Programs, and Environmental Management System TOCOR: Dorothy Guidici Max Expire Date: 03/31/2018 Period of Performance: 04/01/2015 to 03/31/2016 Base Period: On-site Admin/Tech Support for the Occupational Health, Safety, Environmental Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)		22. UNIT	
						23. UNIT PRICE	
						24. AMOUNT 668,275.80	
25. ACCOUNTING AND APPROPRIATION DATA See schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$668,275.80	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.						29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS.	
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) ELECTRONIC SIGNATURE			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED	
Angela Lower				Angela Lower		03/18/2015	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>Management, Radiation Safety Programs, and Environmental Management System in accordance with the attached Statement of Work as supplemented by the Contractor's proposal dated February 27, 2015.</p> <p>Incrementally Funded Amount: \$668,275.80</p> <p>Accounting Info: 15-16-C-26UU000-102FK6XR2-2583-26A3C-1426UUH432-009 9 BFY: 15 EFY: 16 Fund: C Budget Org: 26UU000 Program (PRC): 102FK6XR2 Budget (BOC): 2583 Cost: 26A3C DCN - Line ID: 1426UUH432-009 Funding Flag: Complete Funded: \$151,591.80</p> <p>Accounting Info: 14-15-C-26UU000-102FK6XR2-2583-26A3C-1426UUH432-010 0 BFY: 14 EFY: 15 Fund: C Budget Org: 26UU000 Program (PRC): 102FK6XR2 Budget (BOC): 2583 Cost: 26A3C DCN - Line ID: 1426UUH432-010 Funding Flag: Complete Funded: \$108,500.00</p> <p>Accounting Info: 14-15-C-26UU000-201FK7-2583-26A3C-1426UUH432-011 BFY: 14 EFY: 15 Fund: C Budget Org: 26UU000 Program (PRC): 201FK7 Budget (BOC): 2583 Cost: 26A3C DCN - Line ID: 1426UUH432-011 Funding Flag: Complete Funded: \$150,000.00</p> <p>Accounting Info: Continued ...</p>				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
GS-23F-0025K/EP-G15C-00595PAGE OF
3 5

NAME OF OFFEROR OR CONTRACTOR

BOOZ ALLEN HAMILTON INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	14-15-C-26UU000-202FK7-2583-26A3C-1426UUH432-012 BFY: 14 EFY: 15 Fund: C Budget Org: 26UU000 Program (PRC): 202FK7 Budget (BOC): 2583 Cost: 26A3C DCN - Line ID: 1426UUH432-012 Funding Flag: Complete Funded: \$65,592.00 Accounting Info: 15-16-C3-26UU000-301FK8-2583-26A3C-1426UUH432-014 BFY: 15 EFY: 16 Fund: C3 Budget Org: 26UU000 Program (PRC): 301FK8 Budget (BOC): 2583 Cost: 26A3C DCN - Line ID: 1426UUH432-014 Funding Flag: Complete Funded: \$35,000.00 Accounting Info: 15-16-C-26UU000-301FK8-2583-26A3C-1426UUH432-015 BFY: 15 EFY: 16 Fund: C Budget Org: 26UU000 Program (PRC): 301FK8 Budget (BOC): 2583 Cost: 26A3C DCN - Line ID: 1426UUH432-015 Funding Flag: Complete Funded: \$157,592.00				
0002	Option Period 1: On-site Admin/Tech Support for the Occupational Health, Safety, Environmental Management, Radiation Safety Programs, and Environmental Management System in accordance with the attached Statement of Work as supplemented by the Contractor's proposal dated February 27, 2015. (Option Line Item)				673,474.45
0003	Option Period 2: On-site Admin/Tech Support for the Occupational Health, Safety, Environmental Management, Radiation Safety Programs, and Environmental Management System in accordance with the attached Statement of Work as supplemented by the Contractor's proposal dated February 27, 2015. (Option Line Item)				696,983.49

**Onsite Administration and Technical Support for the Occupational Health
Safety Environmental Management Radiation Safety and Environmental
Management System**

GS-23F-0025K, Task Order: EP-G15C-00595

Procurement Management Roles

TASK ORDER CONTRACTING OFFICER REPRESENTATIVE:

Dorothy Guidici
109 T.W. Alexander Drive
Mail Code: D343-02
Research Triangle Park, NC 27709
Phone Number: 919-541-7770
Fax: 919-541-0502
E-Mail Address: guidici.dorothy@epa.gov

ALTERNATE TASK ORDER CONTRACTING OFFICER REPRESENTATIVE:

Todd Baker
109 T.W. Alexander Drive
Mail Code: D343-02
Research Triangle Park, NC 27709
Phone Number: 919-541-4307
Fax: 919-541-0602
E-Mail Address: baker.todd@epa.gov

I. **Purpose of Task Order:** The Contractor shall provide onsite administration and technical support for the Occupational Health Safety Environmental Management Radiation Safety and Environmental Management System located at RTP facilities.

II. **Work Requirements:** Work shall be performed in accordance with the attached Statement of Work, as supplemented by the Contractor's price and technical proposal #05KK-0041-00 dated February 27, 2015. The Contractor shall proceed with the required work as of the effective date of this task order, and shall furnish all labor, materials, and services necessary to perform the work.

III. **Task Order Contracting Officer Representative:** Ms. Dorothy Guidici and Mr. Todd Baker are hereby designated as the Task Order Contracting Officer's Representative (COR) and the Alternate COR, respectively for this task order. The COR, or in his absence, the Alternate COR, is EPA's primary contact relative to performance of the technical requirements of the task order. However, these individual are not authorized to make any commitments or changes which affect the price, terms, and/or conditions of the task order. Such changes can be accomplished only by the Contracting Officer in writing.

In accordance with FAR 1.602-2(d), the individuals identified above are the Contracting Officer Representative (COR) and the Alternate COR. Specifically relative to FAR 1.602-2(d)(7), these individuals' authority is limited to: accepting delivered services or items, approving invoices associated with the aforementioned services, and certifying that goods or services were received for the purpose of order close out. This authority expires upon completion of the aforementioned activities and are not re-delegable. The COR or Alternate may be personally liable for any authorized acts.

IV. **Pricing:** This is a Time and Materials task order. The total price is identified in Block 17(i) on Page 1 is fully funded.

V. **Changes:** No services for which an additional cost or fee will be charged by

**Onsite Administration and Technical Support for the Occupational Health
Safety Environmental Management Radiation Safety and Environmental
Management System**

GS-23F-0025K, Task Order: EP-G15C-00595

the Contractor shall be furnished without the prior written authorization of the Contracting Officer, consistent with "Changes" provisions of the applicable GSA contract.

Attached: Statement of Work, plus attachments (16 pages)

**Onsite Administrative and Technical Support for the Occupational Health, Safety,
Environmental Management, Radiation Safety Programs, and Environmental
Management Systems (EMS)**

BACKGROUND

The US Environmental Protection Agency (EPA) Office of Research and Development (ORD) maintains its largest operations in Research Triangle Park (RTP), North Carolina where a wide range of laboratory, field, and industrial related research activities occur. Safety, Health, and Environmental Management (SHEM) duties are a large part of research planning, oversight, and project close-out. In accordance with the Blanket Purchase Agreement (BPA) Performance Work Statement, the contractor is to provide on-site technical assistance to the federal ORD SHEM staff Task Order Contracting Officer's Representative (TO COR) in the implementation of Occupational Safety and Health Administration; workplace requirements for the Environmental Protection Agency; Nuclear Regulatory Commission; Department of Transportation; and Department of Health and Human Services, as well as in the implementation of Environmental Management Systems being implemented across ORD. In addition to supporting the RTP operations, the contractor may provide assistance to ORD field locations in Rhode Island; Washington DC; Georgia; Ohio; Florida, Oklahoma; Michigan; New Jersey; Minnesota; Nevada; and Oregon as requested by the COR. Support to non-RTP sites can be at field study sites and at any temporary job sites of EPA within the United States.

The contractor will be required to occupy office space on-site because the majority of their work will be tied to the operations of the laboratory spaces which are located within the existing buildings. Contractors will utilize the government owned equipment.

STATEMENT OF WORK

The overall purpose of this task order is to provide the existing EPA/RTP staff with onsite support. Specifically, the following task objectives are to be performed in the areas listed:

- 1 **TRAINING**
 - a. Assist with preparation and presentation of SHEM training courses as needed, including, monthly laboratory SHEM classes, Initial SHEM training for new employees and Laboratory Safety Core Training for current employees. Periodic retraining offered quarterly, or more frequently if requested, including Field Activity Training, Biosafety and Bloodborne Pathogen Training, Laser Safety, Radiation Safety Training, Respiratory Protection, Summer Student Orientation, Spill Prevention and Countermeasures Control Program (SPCC), Site Specific Training for High Bay Personnel, Shop Safety, Supervisor SHEM, American Red Cross Professional Rescuers CPR/ AED Course, Fire Extinguisher, Ergonomics, Trailer Towing Training, Environmental Management Training, and other EPA 1440 Order regulatory and/or executive order

mandated training. Management of online training for some of these courses may also be required. This may include creation of Certificates of Completion and wallet card certificates for selected courses.

- b. Maintain accurate training requirements and records for RTP employees.
- c. Provide updated electronic copies of training records for the Intranet database interface and install to the Web server.
- d. Provide software application specific training to the EPA/RTP SHEM staff for any software applications designed or used to manage EPA/RTP SHEM data implemented by contractor staff.
- e. Provide periodic reports, as requested, detailing the progress and status of worker completion of their annual training requirements.
- f. Periodically purge, quarterly, SHEM integrated database of retired or change of status employees.

2 ADMINISTRATION

- a. Actively maintain and post Occupational Safety and Health Administration (OSHA) Injury and Illness recordkeeping forms as related to reported accidents/injuries/illnesses throughout the facilities at RTP, NC.
- b. Provide administrative support in preparation of chemical waste shipments including hazardous waste shipping manifest preparation and review. Other shipping papers required by Department of Transportation (DOT) will also be required. This is an ancillary duty when the Chemical Services Contractor is not available to perform this function.
- c. Maintain an inventory database of chemical locations by building room location utilizing existing inventory software. A comprehensive master summary list in hard copy form will also be required. Hard copy inventories are to be submitted to each laboratory for materials in that space as well as to EPA/ORD/SHEM, EPA Security, Parkwood Fire Department and Fire Control Center. Assist investigators with inventory inquiries as needed.
- d. Update the Training Schedule Intranet web page to reflect current course offerings.
- e. Provide telephone coverage of the main 919/541-2613 SHEM office number as requested during operating hours between 8:00 AM and 5:00 PM, Eastern Standard Time, (EST). This is expected to be an ancillary duty only when Federal staff and the support secretary are all unavailable to provide this function.
- f. Assist with review, tracking, and processing of health and safety research

protocols and field activity protocols.

- g. Provide technical review of Laboratory Animal Protocol Review (LAPR) forms to determine hazardous versus non-hazardous classification of wastes generated by the LAPR study.
- h. Prepare DOT shipment, papers and bill of lading for researchers sending out hazardous material packages as needed. This is an ancillary duty when the Chemical Services Contractor is not available to perform this function.
- i. Provide technical assistance in the development, implementation and maintenance of a Spill Prevention Control and Countermeasures Plan (SPCC) program at the Main campus and other off site ORD operations as needed.
- j. Provide digital photographs and reports to document health, safety, or environmental issues in the workplace as they occur.
- k. Update and maintain SHEM intranet site as necessary and provide up-to-date articles of interest for laboratory workers.
- l. Record, maintain and distribute minutes of all meetings as requested, such as the ORD Health and Safety Committee meeting.
- m. Provide technical assistance in the development, implementation, training and maintenance of the EPA-RTP Environmental Management System, Safety, and Health Management System and BCP, (Business Continuity Plans) at all locations as needed. Scribe, Record, Maintain and distribute minutes of meetings as requested, such as EPA RTP EMS , COOP, Continuity of Operations and SHMS Team meetings and other attended meetings as requested.

3 DIRECT EPA EMPLOYEE ASSISTANCE

- a. Perform technical review of health and safety research protocols as requested. This may include direct observation of laboratory technique and procedures as well as written operating procedure review and job hazard analysis (JHA).
- b. Provide individual training record status (i. e. -- number of hours credited to an individual's record) as maintained in the health and safety training database in the EPA/RTP SHEM office. This is to be a simple informal query of the database to obtain updated training record status for an individual.
- c. Provide information on the availability of chemicals in the chemical inventory database and the chemical adoption list and updating SHEM intranet site as needed.

- d. Provide technical support by obtaining answers to ORD/RTP employees' questions on radiation safety, environmental management, chemical inventory, chemical wastes procedures, environmental management systems and general health and safety matters. Most of this information is available through site specific manuals and written procedures which may need to be provided to the individual making the inquiry. The contractor should be familiar with these documents and provide citations as necessary.

NOTE: The contractor must document all such instances of assistance and provide this information in the monthly status report.

4 GENERAL INSPECTIONS, MONITORING, AND ANALYSES

- a. Coordinate and conduct semiannual inspections/audits of all EPA/RTP laboratory, office, shop, service corridor, and storage spaces in May/June and again in November/December. This includes the preparation of the report from the findings, conducting follow-up of corrective actions with individual safety representatives and reporting of findings to the ORD Health and Safety Committee. The contractor shall insert findings into and perform maintenance of audit database.
- b. Perform industrial wastewater discharge (IWD) sampling and analysis as required by current IWD permit(s). Conduct additional wastewater sampling as required. Effluent limits and monitoring requirement is attached.
- c. Monitor Resource Conservation and Recovery Act (RCRA) treatability study work on an as needed basis during facility operation and testing and compare to permit conditions to verify compliance.
- d. Weekly inspect chemical waste accumulation areas / storage areas as required by permits or environmental waste regulations. Conduct waste container sampling as requested.
- e. Provide inspection of equipment being removed from laboratory areas for transfer, storage, or surplus. Equipment must be visually inspected and found to be free of any gross contamination. The inspection will be documented by annotating the Excess/Storage property tags and returning the original memorandum requesting the inspection to the safety office file. A report of any problems or questions must be included if the item is not cleared.
- f. Provide technical assistance and clean-up response for chemical spills or other hazardous materials releases. Note: Some spills may trigger Hazardous Waste Operations and Emergency Response (HAZWOPER) criteria up to and including OSHA Level B personal protection equipment.

The government will provide Self contained breathing apparatus. (SCBA)s.

- g. Perform ash sample analysis upon request to comply with North Carolina medical/pathological incineration regulations for the Building 106 incinerator.
- h. Monitor and inspect petroleum products storage locations (i. e. - fuel pads, tanks and drums) for leaks on a weekly basis or as emergency/critical circumstances require.
- i. Perform storm water sampling and analyses as required at the main campus facility.
- j. Inspect storm water bio-retention areas and run off areas and provide technical assistance for best storm water management practices to the main campus facility management as circumstances require.
- k. Maintain a supply of spill response materials and equipment in case of waterway spills, along with the supplied industrial hygiene laboratory noted in section 5 below.
- l. Inspect wastewater pretreatment system equipment for proper operation and monitoring equipment for proper calibration on an as needed basis.
- m. Monitor all spill response supplies and inventories monthly and provide a list of any additional or replacement materials to the government.
- n. Provide comprehensive support to the EPA-RTP Laser Safety Officer in the implementation of the laser safety program including (but may not be limited to) laser hazard evaluations (e.g., hazard calculations, assessment of administrative/engineering controls, and PPE assessments), laser safety audits and laser safety training.
- o. Provide support to assessing any hazards related to sources of non-ionizing radiation (other than laser systems), including measurements of UV radiation from respective sources.
- p. Perform monthly inspections and provide maintenance for all SCBA units including checking, air levels, batteries and decay, and maintain logs of such events.
- q. Monitor Environmental Due Diligence project work on as needed basis during Phase II sampling and/or Phase III remediation stages to verify compliance with site environmental programs, permits, etc.

5 OCCUPATIONAL SAFETY AND HEALTH AND INDUSTRIAL HYGIENE SUPPORT

- a. Plan and conduct indoor air / environmental quality investigations, including analysis and documentation, as required.

- b. Execute the certification of all EPA/RTP chemical fume hoods and biological safety cabinets per EPA and NSF 49 guidelines. Respond to and investigate calls about non-performing hoods and monitors to determine corrective action needed. Annual re-certifications are required for EPA/RTP buildings (approximately 300 hoods). Annual certifications are required for the EPA facility on the University of North Carolina at Chapel Hill's campus (approximately 35 hoods). Perform field site annual certifications, as requested. Fume hood certification may be requested at any ORD field division.
- c. Conduct air flow monitoring for office, laboratory, or shop spaces as needed. This monitoring shall include the determination of room pressure differentials, flow rates, flow patterns, and evaluation of local exhausts.
- d. Design and implement engineering controls to reduce occupational exposure to a wide range of biological, chemical, and physical agents.
- e. Conduct personal protective equipment hazard assessments and job hazard analysis (JHAs) for employees working with hazardous materials.
- f. Conduct ergonomic assessments for laboratory, field, shop or office workers as directed by the COR.
- g. Maintain an onsite, government furnished and equipped industrial hygiene laboratory. This includes maintenance of equipment in operationally ready status by ensuring equipment is calibrated and functioning according to manufacturer specifications. The contractor will be responsible for ensuring the number and type of supply stock items (e.g. - enough sampling tubes) are adequate to program needs, provide a list of items that need ordered to the COR and order items upon COR approval.
- h. Conduct industrial hygiene exposure assessments for a wide range of physical, chemical, and/or biological agents. Interpret exposure data and determine the need for personal protective equipment, engineering controls, administrative controls, and medical monitoring.
- i. Assist the EPA Industrial Hygienist with industrial hygiene monitoring plan development and on-site workplace monitoring (air sampling, wipe sampling, noise dosimetry, etc.)
- j. Conduct exit decontamination inspections of laboratory spaces where researchers have vacated or relocated. These inspections will include verification that all hazardous materials have been removed and all work surfaces have been decontaminated by the occupants.
- k. Conduct new laboratory start-up inspections of each space prior to the use of hazardous materials. These inspections include verification of adequate ventilation, spill kits, fire extinguishers, operational safety eyewash/showers, door signage, and other laboratory operation specific engineered controls evaluation dependent on the requirements for research

in the new laboratory.

- l. Prepare chain-of-custody, sample preparation, and shipments in accordance with contract laboratory requirements for industrial hygiene samples.
- m. Provide Respiratory Protection Program support to respiratory protection administrator to include, but not limited to, training, fit-testing, and ensuring adequate supply of respirators, parts, and cartridges as appropriate, adequate supply of program related forms, and maintenance of Portacount quantitative fit testing unit.
- n. Conduct accident and near miss investigations implementing root cause analysis procedures.
- o. Develop Occupational Safety and Health Administration (OSHA) required programs (e.g. Confined Space Entry, Lock-out Tag-out, Forklift Safety, Hearing Conservation, Sight Conservation, Personal Protective Equipment, Hazard Communication, Bloodborne Pathogens, etc.) as directed by the COR.
- p. Conduct inspections of shop environments to include safety evaluations of tools, equipment, welding operations, and ventilation, biannually.
- q. Provide occupational safety and health and industrial hygiene support in oversight of EPA field research studies. This may include entrance into sites requiring hazardous waste and emergency response operations (HAZWOPER) training.
- r. Coordinate and conduct comprehensive environmental, health, and safety audits of RTP and field divisions as directed by the COR.

6 FIRE AND LIFE SAFETY

- a. Conduct fire and life safety inspections of facilities in accordance with the most international, federal, state, and/or local fire codes as well as agency and consensus standards.
- b. Conduct plan reviews of fire and life safety systems prior to construction and and/or renovation
- c. Determine flammable load limits for facilities based upon site specific design
- d. Develop site specific Occupant Evacuation and Emergency Plan, Training modules, and assistance with training.
- e. Provide assistance to the EPA staff during occupant emergency drills and related events.

7 WRITTEN PROGRAM REVIEW, UPDATES AND REPORTS

- a. Continually update all written regulatory mandated programs as they become due, coordinate the reviews with federal staff input, upload the new plans to SHEM intranet site, and hand out printed copies as needed (e.g. Occupant Emergency (evacuation) plans, Chemical Hygiene Plan, Respiratory Protection Plan, Hazard Communication Plan, Hearing Conservation Plan, Laser Safety Manual, Radiation Safety Manual, and the Biosafety Manual). In most cases this translates into an annual review of the existing document and may also include other ORD field site's written program reviews.
- b. Perform semi-annual review of pertinent documentation and chemical stock and waste inventories in support of Emergency Planning and Community Right-to-Know Act (EPCRA) regulations. If annual reporting is required, a written report will be required.
- c. Compile Poly Chlorinated Biphenyl, (PCB) Document Log Report
- d. Review and update waste management plans and procedures as requested.
- e. Compile 40 CFR 370.25 Tier II Section 312 report.
- f. Compile biennial hazardous waste report.
- g. Compile the Resource Conservation and Recovery Act (RCRA) treatability study annual report.
- h. Compile the Clean Air Act 112(r) report.
- i. Prepare a monthly "Waste Management Status Report." This is an internal administrative summary of the previous month's activities associated with the waste management program.
- j. Compile dioxin waste report as required by facility Treatment Storage and Disposal Permit.

8 RADIATION SAFETY SUPPORT

Provide as requested, support to the Radiation Safety Program involving any of the programs referenced in the Radiation Safety Program Calendar Tasks document available from the EPA-RTP Radiation Safety Office. These program tasks are divided into daily, weekly, monthly, quarterly, semi-annual, periodic, as needed, three year cycle and ten year cycle program tasks. As such, program support may include (but may not be limited to):

- a. Performing quarterly radiation safety audits of laboratories authorized for open compound radioactive materials. (Maximum effort is dependent on the number of active and temporary inactive labs).
- b. Performing receipt surveys and inventory documentation of incoming

packages containing radioactive materials (Maximum dependent on the number of packages received in a calendar year, usually around 90-100 packages).

- c. Radiation Safety Program records updates to include any records associated with the program.
- d. Attending quarterly meetings of the Radiation Safety Committee to include preparing draft minutes of each meeting.
- e. Assisting with radiological lab start-up certifications and performing final closures of labs retiring their radionuclide use applications (RUAs) or whenever a lab(s) is removed from an RUA, or during laboratory relocations.
- f. Assist with both set-up and instruction of the Basic Radiation Worker Training class for new authorized radionuclide users.
- g. Assist with the radioactive waste program to include the processing of radioactive wastes, inspections of waste areas, and preparations of waste records.

9 MISCELLANEOUS SUPPORT

Due to the nature of SHEM regulatory developments, it is likely that some additional administrative and/or technical support may be required. The contractor needs to be aware of impending regulatory developments and plan accordingly. These developments, however, are not expected to materially change the support provided by the contractor. In general, they will most likely take the form of additional documentation requirements of the areas mentioned in Sections 1 through 8 above. Where significant revisions to the objectives are required, an amendment to this contract will be made.

- a. Provide other administrative support for the ORD/RTP SHEM and Radiation Safety Programs as required by regulation changes for items in Section 1 through Section 8 above.
- b. Participate in site specific hazardous material drills/ training as requested.

10 REGULATORY PERMIT ASSISTANCE

The EPA/RTP Environmental Compliance Program will require technical assistance in permit applications, renewals and amendments or modifications. Including, but not limited to the following areas: air pollution control, water pollution control, solid waste management, universal waste, hazardous waste treatment, disposal and management and underground and aboveground storage tanks, etc.

11 ENVIRONMENTAL MANAGEMENT SYSTEMS ASSISTANCE

The EPA/ORD has implemented an environmental management system conforming to the "ANSI/ISO 14001-2004 Environmental Managements Systems Requirements with Guidance for Use". Technical assistance will be required in the continuation of the EMS by providing support for training, document preparation of procedures, operational controls, and environmental management plans, etc, as well as EMS auditing. This support will be for ORD laboratories, implementing an EMS as well as other locations requested by ORD EMS Lead Coordinator and directed by the COR. Upon inclusion in the contract Statement of Work, the Contracting Officer's Representative will verify that all contractor personnel have acquired EMS awareness Training at their appropriate site or location.

- a. Assist with the preparation and presentation of EMS Awareness Training, EMS Implementation Training, and EMS Internal Auditor Training courses as required. This will include creation of Certification of Completion for selected courses.
- b. Provide technical assistance in the preparation and review of EMS implementation documentation such as EMS procedures, operational controls, environmental management plans, legal and other requirements, etc.
- c. Participate in and/or conduct EMS Internal Audits at ORD laboratory locations and/or other EPA site locations as requested by ORD EMS Lead Coordinator and directed by COR. This will include preparation of EMS audits reports and corresponding corrective action plans.
- d. Participate in and/or conduct EMS Conformance Reviews on a triennial basis across ORD laboratory sites. This will include preparation of EMS audit documents as well as field EMS conformance reports.
- e. Prepare articles and updated ORD related EMS websites with up-to-date information related to EMS activities and/or performance.
- f. Take, maintain, and distribute minutes of ORD related EMS meetings.

12 QUALITY ASSURANCE

- a. The Contractor shall carry out a comprehensive Quality Assurance (QA) program for this contract. This program shall be documented in the Contractor's Quality Management Plan (QMP). The QMP shall be based on the specification document "EPA Requirements for Quality Management Plans (QA/R-2)" or a recognized international standard like ISO 9000. Resources for development of Quality Management Plans conforming to EPA specifications may be found at <http://www.epa.gov/quality1/qmps.html>. The quality system, as outlined in the QMP, shall address planning, implementing, documenting and

assessing quality under the contract. Prior to commencing work, the QMP shall be reviewed and approved by the Director of Quality Assurance (DQA) for the National Exposure Research Laboratory (NERL).

- b. The contractor shall describe in the QMP their use of both internal and external (i.e. independent) systems and performance audits.
- c. If subcontractors are used for contract activities, the Contractor must give special attention to assessing their results and providing estimates of the quality of any measurement data.. Subcontractor operations must also be covered by written quality management plans.
- d. The Contractor's QA program shall include the preparation of standard operating procedures (SOPs) for each category of work conducted under the contract (i.e. 1-11). As appropriate, SOPs used by the contractor shall be compliant with EPA's "Guidance for Preparing Standard Operating Procedures (QA/G6)". Resources for preparing SOPs may be found at <http://www.epa.gov/quality1/sops.html>.
- e. SOPs shall cover all contract activities and ensure that appropriate methods for sampling, analysis, data handling, and quality control (QC) are employed and are properly documented.
- f. All SOPs shall include adequate QC to ensure the data are within acceptable error limits and are of known, acceptable, and verifiable quality. At the minimum, the Contractor shall include quantitative criteria for the decision to pass or fail test data for each analysis. The pass/fail criteria will typically be based on positive and negative controls run in the same manner as samples. The Contractor shall repeat the analyses for those that do not meet the appropriate QC standard.
- g. The QMP shall address the Contractor's approach for qualifying and training employees and maintaining records that summarize employee qualifications and training.
- h. EPA may conduct external systems audits of contract activities including sample collection, preparation, analysis, and data management procedures. EPA may also conduct performance audits by using independent QC and performance evaluation (PE) samples, (i.e. standards, blind samples, split samples, etc.) as necessary to verify the contractor's analytical performance. These are to be treated independent of the contractor's efforts cited in paragraph 2 above.
- i. Quality control (QC) data will be provided with results from analysis of each sample order/batch.
- j. Quality affecting activities will be discussed through periodic meetings or teleconferences. Particular attention will be paid to all activities involving measurements, for example operation of the industrial hygiene laboratory and sampling and analysis activities associated with industrial wastewater

discharge, medical ash, stormwater and indoor air quality.

13 OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT PROGRAM FOR CONTRACTOR EMPLOYEES

The Contractor shall maintain and manage an employee occupational safety, health and environmental management (SHEM) program to meet EPA's requirements for on-site work performed at EPA administered facilities and when performing fieldwork. The contractor's SHEM program shall meet all Federal, State and local regulations. The contractor's SHEM program shall include personnel training, environmental compliance emphasizing adherence to operating permits and licenses, and occupational safety and health management for all administrative and research tasks performed under the terms of the contract.

A job hazard analysis (JHA) must be performed for each employee to determine potential or actual workplace exposures to chemical, radiological or biological agents and/or physical stressors. Some employees may need to be enrolled in occupational medical surveillance programs for monitoring an activity or exposure currently regulated by the Occupational Safety and Health Administration. For example, all personnel wearing respiratory protection are required to have medical clearance to wear the prescribed respirator. The contractor may elect to follow **EPA Order 1460.1 Occupational Medical Surveillance Program** (Approval Date 04/20/2010) to determine participation in an Occupational Medical Surveillance program or the contractor can administer their own enrollment criteria in accordance with the contractor company's standard operating procedures or policies.

DELIVERABLES

Approved Quality Management Plan (QMP)

The QMP submitted during the task order award process will be incorporated into the task order by reference. Prior to initiating any work under this task order, the QMP must be approved by the Director of Quality Assurance, National Exposure Research Laboratory. The Contractor must review and update the QMP annually.

Monthly Reports

In conjunction with the deliverables identified in the table given below, the contractor shall provide a report monthly which addresses progress in each specific item listed in this statement of work for which hours have been expended.

ACCEPTABLE FORMATS

- All reports/documents must be in hard copy and in CD-ROM. Direct transfer of files by e-mail is also acceptable. The document program used to create these reports must be MS-Word or the latest update used in the EPA/RTP/NERL.
Important Note: Adobe Acrobat PDF files are also acceptable and sometimes preferable to MS-Word files if the report or document is in final form for dissemination/distribution.
- Database files should be maintained in MS Access 2003 or latest version in use in the EPA/RTP SHEMA office.
- All technical presentations must be in draft form initially. Once the draft is approved, the final paper must be in complete format suitable for handout to audience.
- Audiovisuals for presentations must be state-of-the-art. Computer generated presentations are required in most cases. MS PowerPoint and Microsoft work are both acceptable graphic presentation formats.

SCHEDULE

<u>Associated Task Objective Number and Deliverable Description</u>	<u>Time Due</u>
1.1 Written outline and handouts for monthly training course (When revisions occur)	1st day of each month
1.2 Update of employees' training record	Last day of each month
1.3 Intranet update to training records	Last day of each month
1.5 Training Progress Report	January 15 th , April 15 th , July 15 th and August 15 th
2.1 OSHA Log	Update log within one day of notification of injury, maintain and post OSHA Log by Feb 1 of each year
2.2 Waste Manifest Review	Coordinated with Environmental Compliance Coordinator, typically 24 hours before shipment departure date.
2.2 DOT/IATA shipment paperwork	Within 3 days of receipt of paperwork.
2.3 Annual chemical inventory update for entire system and per request for individual labs / rooms.	Performed November. Master List due December 31. Provide updated lab/room print out upon request.
2.4 Intranet training schedule update	Within 2 days of scheduling changes
2.6 Hazardous agent protocol tracking	Within one day of request of status

<u>Associated Task Objective Number and Deliverable Description</u>	<u>Time Due</u>
2.7 LAPR generated waste classification	Three days from assignment of LAPR review.
2.9 SPCC Technical or Administrative Amendments as needed	Within three weeks of request
4.1 Semiannual inspection report	Within 2 weeks of completion of inspections. Serious findings must be reported to the COR within 2 hours, following inspections.
4.2 Industrial wastewater sampling & analysis	Sample collection performed as specified by the County Permit under ECC direction. Final analysis results and reports due in sufficient time to meet permit reporting requirements.
4.3 & 4.4 Waste accumulation inspections	Complete inspection log at time the day the inspection is performed.
4.5 Inspections of equipment removed from laboratory service:	3 days from date of receipt of memorandum requesting safety office clearance.
4.6 Spill Investigation Form	Complete form during the course of investigation
4.7 Indoor Air Quality Investigation Form or Investigation Report	Complete form during the course of investigation
4.8 Medical Ash Sample Analyses	Sample collection performed as specified by the County Permit under ECC direction. Final analysis results and reports due in sufficient time to meet permit reporting requirements.
4.11 Storm Water Analyses	Sample collection performed as specified by the County Permit under ECC direction. Final analysis results and reports due in sufficient time to meet permit reporting requirements.
5.1 Indoor air quality or personnel monitoring reports	Within 2 weeks of monitoring
5.2 Certification of fume hoods	Upon installation, annually thereafter

<u>Associated Task Objective Number and Deliverable Description</u>	<u>Time Due</u>
5.3 Air exchange rate monitoring	Within 3 days of request for monitoring.
5.5 Written Ergonomic Assessment Report	Within 5 days of assessment.
5.7 IH Exposure Assessment Analyses	Within 2 weeks of monitoring
7.1 Update of mandated programs	Within 3 weeks of request
7.2 EPRCA Report	Annual; February 15 th
7.3 PCB Document Log	Annual; June 15 th .
7.4 Waste Management Plans & Procedures	Within 3 weeks of request
7.5 40 CFR 370.25 Tier II Section 312 Report	Annual; February 15 th
7.6 Draft Biennial Hazardous Waste Report	February 15, biennial basis
7.7 RCRA Treatability Report	Annual; February 15 th
7.8 Clean Air Act 112(r) Report	Annual; June 15 th
7.9 Waste Management Status Report: This is compilation of the previous month's activities associated with the waste management program.	Monthly
7.10 Dioxin Waste Report	Quarterly
8.1 Wipe tests of labs	Within two days of tests
8.2 Wipe tests of radioactive packages	Within 3 hours of receipt notification during business hours, 8am to 5pm, EST.
8.3 Update radiation safety records	Daily when work is performed.
10 Regulatory Permit Assistance	As requested by TO COR in consult with the contractor on-site manager.
11 Environment Management Systems Assistance	As requested by TO COR in consult with the contractor on-site manager.
12 Seek Quality Management Plan Approval	Revise QMP within 30 days of receipt of EPA review comments.

REPORTING REQUIREMENTS

The Contractor shall contact the TO COR by telephone to discuss any problems that may adversely affect the work on this task order. Within same day, the Contractor shall follow the telephone call with a brief written explanation of the problem, including any actions already taken and/or recommended solutions to correct the problem.

The Contractor shall have weekly meetings with the TO COR, document these meetings and post them to Share drive, ORDSO.

Conformance with Environmental Management Systems

(Reference: Strengthening the Federal Environment, Energy, and Transportation Management. Executive Order 13423, January 26, 2009.)

The Contractor shall perform work under this task order consistent with the relevant policy and objectives identified in the agency, organizational, or facility environmental management system (EMS) applicable for your contract and subcontracts. The Contractor shall perform work in a manner that conforms to all appropriate Environmental Management Programs and Operations Controls identified by the agency, organizational, or facility EMS, and provide monitoring and measurement information as necessary for the organization to address environmental performance relative to the environmental, energy, and transportation management goals. In the event an environmental nonconformance or noncompliance associated with the contracted services is identified, the contracting officer shall notify the contractor in writing with the appropriate corrective and/or preventative actions. In the case of a noncompliance, the Contractor, upon written notification from the CO shall respond and take corrective action immediately. In the case of a nonconformance, the Contractor, upon written notification from the CO, shall respond and take corrective action based on the time schedule established by the EMS site Coordinator. In addition, the Contractor shall ensure that their employees are aware of the roles and responsibilities identified by the environmental management systems and how these requirements affect their work performed under this contract.

All on-site contractor personnel shall complete yearly EPA sponsored environmental training specified for the type of work conducted on-site.

PERIOD OF PERFORMANCE

The base period of performance will be from: 04/01/2015 to 3/31/2016.

In addition to the base period the government will have the option to extend the task order term by two (2) one (1) year options.

<u>Option</u>	<u>Performance Period</u>
Period I	04/01/2016-03/31/2017
Period II	04/01/2017-03/31/2018